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Dear PCAA room hirer,

First of all, we'd like to say how pleased we are that you're using our lovely arts centre events room. The building exists for the community and we appreciate your contribution to making the Arts Centre a lively community hub.

Looking after the building takes time, effort and money. As you know, most of the public spaces have recently been re-decorated.

A community space also brings its own challenges - particularly, how can we keep it pleasant, inviting and easy to use for all our users?

Mostly, we do very well, but the stacking of chairs can be a bit of an issue. How and where they are stacked makes a huge difference to how welcoming room 1 is to visitors and room users, how easy it is to set out chairs for your group/activity, how easy it is for us to set up for a concert or other audience event, and how easy it is for groups to use the space if they don't need many chairs.

With this in mind, we are trying a different approach to chair stacking with some definite rules. We thank you in anticipation of your cooperation!

best wishes,

Sue

Stacking chairs after your use of room 1

- Chairs in room 1 should be stacked **ONLY** in window alcoves - no more than 3 deep and aligned





- No chairs should be stacked against non-window parts of the walls (to maximise floor space for groups that need it, and for visual aesthetics)



- Certainly, none should be stacked against heaters or art works!!



- Room 2 should be used to stack remaining chairs no more than 3 deep, in the space where the old piano stood,



- and behind the door in room 2.



Thank you!

Penicuik Community Arts Association

4 West Street, Penicuik United Kingdom



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